



Request for Proposal
For
Fitness Equipment for the
Clyde Recreation Center

RFP #2017-08

Springville Recreation
443 S 200 E
Springville, Utah, 84663
Phone: 801-491-7881
palmoney@springville.org

Springville City is requesting proposals for the purchase, installation, and maintenance of fitness equipment at the Clyde Recreation Center. The facility is a new recreation center and will be located at 717 South 1200 West, Springville, Utah 84663.

Project Background

The Clyde Recreation Center will be a 66,000 square foot building scheduled to open mid-May 2018 with an expected delivery date of mid-April 2018. The facility will include indoor pools, gymnasium, track, recreation staff offices and fitness areas. The fitness equipment areas are roughly 5,500 square feet. There is an additional 2,500 square feet of programming space that will host Yoga and Zumba related classes. The Center is designed to accommodate families as well as drop-in registrations of all ages. Springville City Recreation Department will operate the facility. VCBO Architecture is the building architect.

Project Goal

The primary goal of the fitness area is to provide a wide range of equipment that will appeal to users including teens, adults, seniors, and participants with special needs. Weight training programs will be offered. Fitness wellness programs including spinning, yoga, core strength, and aerobics etc. will also be offered.

Scope of Services

The included floor plan indicates the location and dimensions of the fitness areas. (See attached PDF) The desired equipment includes, at a minimum: Cardio Vascular, Selectorized, Plate Loaded and Free Weight Equipment. Other equipment may also be included as recommended by the vendor.

The vendor shall be responsible for all work required for delivery and installation of the equipment. Training shall be provided for all equipment. Vendors shall propose annual maintenance costs as a separate item.

Minimum Qualifications

Company must be in business for the last ten years and have produced similar sales, designs, maintenance, and warranty agreements with other entities.

Proposal Requirements

Please be advised that the initial evaluation of any proposal will be based upon the content of the bidder's proposal in accordance with the evaluation criteria listed below. Organized, succinct, and straightforward submissions are appreciated. The following items should be addressed in your proposal:

Equipment Proposal

1. List of any/all equipment showing unit price, quantity price discounts, and total price including discounts.
2. Expected life of equipment and commitment to support specific models for a minimum of 10 years.
3. Include power/AV requirements and recommendations for CV equipment.

4. Recommend design layout of equipment in fitness areas. (See attached PDF)
5. Current brochures and catalogues of all equipment specified in the proposal.
6. Narrative of criteria for equipment selection.

Delivery and Installation

7. Proposals shall address the anticipated lead-time for delivery of requested products.
8. Schedule for installation services.
9. Plan for training.

Service and Warranty

10. Submit information on service options. Include training options for the Springville City Staff and/or service plans offered by your company or a third party. Include all costs associated with these options.
11. Offerors shall list the standard warranties applicable to each product or component of the product, which is included in the bid price. Extended warranty options and applicable costs should also be included in the proposal.
12. Include information on company liability insurance.

Company Information

13. Identify the firm's name and location. (Include branch locations)
14. Provide a brief description of your company.
15. Please provide information regarding your firm's experience during the last 3 years with projects of similar nature and scope. Include project name, location, budget, and description of your firm's role.
16. Provide a list of locations where equipment specified is being used. Include name, address, and contact name and phone number.
17. Submit a list of all subcontractors you propose to utilize for this project. Include those proposed for installing and servicing the equipment included in your proposal. Include information regarding their key personnel who will be assigned to this project and past projects on which you have partnered.

Springville City reserves the right to accept or reject any or all proposals or portions thereof. Springville City makes no guarantee of any minimum or maximum amount of products/services to be procured; and, reserves the right to award any agreement based upon the source selection criteria identified in this document, rather than the lowest bid. Springville City reserves the right to make no award under this RFP, and the right to cancel this request or any portion thereof.

Submittals

Proposals must be received in a sealed envelope by November 22, 2017 at the Springville Civic Center attention Finance, 110 South Main Street, Springville Utah, 84663 by 3:00 PM MST. Please add RFP #2017-08 to the document and the outside of the sealed envelope as an identifier. Springville City will use a selection committee consisting of City staff, architect, and Springville citizens to review the proposals. All questions regarding this RFP shall be submitted to Penn Almoney via email at palmoney@springville.org at least 7 calendar days before the proposal due date. Please submit 4 copies of your proposal.

Evaluation Process

Evaluation and Short List Selection

The selection committee will initially review and select proposals based on the following criteria. Items are listed below in order of importance:

- Equipment – including quality, ease of use, functionality, performance, durability, aesthetics, style and safety, ADA compliance consideration
- Price
- Delivery and installation
- Service and warranty
- Company information, experience, references

The committee shall rank the proposals based on the information provided in the initial submittal and any follow-up information requested by the evaluation committee. A short list of up to three firms will be created.

Interviews/Presentation from Selected Firms

Shortlisted firms may be invited for a personal interview to make presentations to the selection committee. Such presentations provide an opportunity for the offeror to clarify their proposal and ensure that a thorough, mutual understanding exists.

Selection and/or Request of Best and Final Offers

Following shortlist interviews, one or more firms will be selected or revisions to the scope will be made and best and final offers will be requested from these offerors.

Springville City reserves the right to award to the firm(s) that demonstrates the best value with all factors above being considered including price and technical.

Estimated Timeline

Proposal Submittals Due	November 22, 2017
Notification of Interview	November 29, 2017
Presentations/Interviews	December 4, 2017
Award	December 19, 2017

Springville CLYDE RECREATION CENTER

Main Level

- Exercise Studio 1,156 sf

- Accessory equipment associated with Zumba, Yoga, Fitness 101 only

Mezzanine

- Flex Space 201 1,251 sf

- Multipurpose/Flex 205 600 sf

- Cardio 207 930 sf

- Cardio 209 181 sf

- Cardio 211 467 sf

- Cardio 212 857 sf

- Resistant Equipment 213 1,303 sf

- Spin Class 215 941 sf

- Cardio 216 470 sf

- Layout and design of space done by bidding vendor

Total 8,156 sf